REPORT OF THE 32ND SESSION OF THE

IALA ADVISORY POLICY PANEL (PAP)

5 - 7 October 2016

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Report of the 32nd Session of the IALA Policy Advisory Panel (PAP) 5 - 7 October, 2016

Executive Summary

The 32nd session of the Policy Advisory Panel was held on 5th, 6th and 7th October 2016 at IALA Headquarters.

The participants considered and amended the following documents from LAP:

- Example for a template for an IALA Standard;
- Preamble for Recommendations with the remark that a preamble for Standards need to be drafted;
- Definitions of IALA Recommendations and Guidelines.

The table of IALA Recommendations to be referred in the Standards as normative and informative has been reviewed and amended with remarks for possible revision.

All Committee Chairs and the Chairs of other IALA bodies reported on the work of their respective groups. The VTS Committee Chair reported also on the VTS2016 Symposium and the results of the VTS Questionnaire. The ENG Chair reported on the results of the workshop on the Provision of AtoN in Extremely Hot Climate.

Reports were also given by the Industrial Members Committee and the Academy.

There is a good progress in the converting of IALA documents in the new branding. A need of quality control for new and revised documents is required.

There was a (mid-term) review of the Strategic Vision. Proposed are amendments in the goals and priorities in particular on the environmental issues and methods for measuring effects.

The IALA-IHO Arctic Seminar is deferred to a later stage.

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Report of the 32nd Session of the IALA Policy Advisory Panel (PAP)

GENERAL

The 32nd meeting of the Policy Advisory Panel was held on 5, 6 and 7 October 2016 at IALA Headquarters, with IALA Deputy Secretary-General Michael Card as Chairman and Wim van der Heijden as Secretary. Due to an overlap with a meeting of the Legal Advisory Panel (LAP) some participants attended on 6 and 7 October.

1. OPENING

1.1 Approval of the agenda

The Agenda (paper PAP32-1.1) was adopted with some minor corrections.

The Agenda is provided at ANNEX A.

1.2 Address by the Deputy Secretary-General

The Deputy Secretary-General attended on the purpose of the meeting: coordination of reports and communication between the Committees, and the joint VTS and ENAV Committee working group.

He informed that a lot of work was done on the organisation of IALA documents, the proposed Standards in particular. Important is the mid-term review of the Strategic Vision.

Result of the PAP meeting will go to Council as advice.

The project of a new extra meeting room was cancelled. The existing meeting rooms 4 and 5 will be combined to facilitate for larger groups of participants. A separation wall will be constructed to split the new room into smaller rooms for WG meetings. The video/audio system will be upgraded.

1.3 Introductions and apologies

Due to the overlapping LAP meeting apologies for the first day were received from Francis Zachariae, Jon Price, Marie-Helene Grillet and Michael Skov.

Apologies were further received from Neil Trainor and Mahdi Al Mosawi.

Omar Frits Eriksson will participate as Dean of the WWA. Hideki Noguchi will represent the ENAV Committee.

Monica Sundklev, Chair WG1 of the VTS Committee, was assigned to the VTS Committee delegation.

Because there are two PAP members from Australia (David Jeffkins (ENG) and Neil Trainor (VTS)) it was suggested to organise PAP meetings alternately back to back with the ENG and VTS Committee meetings in order to make it practically possible to join both of them at least once per year.

A list of attendees is provided at ANNEX B.

2. REVIEW OF INPUT AND INFORMATION PAPERS

Paper PAP32-2 refers.

There were three late input documents received from the LAP17 meeting: PAP32-4.2.1, PAP32-4.2.2, and PAP32-4.2.3.

The numbering of three input papers was corrected to be in line with the agenda: PAP32-6.6, PAP32-6.8.1, and PAP32-6.8.2.

3. UPDATE ON ACTION ITEMS FROM PAP31

Input paper PAP32-3.1 refers.

The following remarks were made:

Action item 5: there was no need to update the TOR for Joint VTS/ENAV WG.

Action item 7: the work is in progress in the ENAV Committee.

Action item 12: completed. It was remarked that the update of IMO circulars can easily be done with an input to IMO with a request for the update. This was informed by e-mail correspondence between Tuncay Cehreli and IMO. Seamus Doyle will include this in the guidance to the Committees for the procedures to amend IMO documents.

Action item 14: not completed.

Action item 17: not applicable.

All other action items were completed.

Action item

Seamus Doyle to include update of IMO circulars in the guidance to amend IMO documents.

4. DRAFT IALA STANDARDS

4.1 Latest progress

Input paper PAP32-4.1.2 refers.

A schedule on the introduction of the IALA Standards was presented. An example for the template of a Standard was drafted and send to LAP for advice (see agenda 4.2.1). There was a discussion on the revision of the Recommendations because a number of them will contain Guideline material or are almost completely Guideline instead of Recommendation based on the new definitions.

It is decided to leave the Recommendations as they are for the time being and remove Guideline material later in a revision process.

4.2 Advice from LAP

4.2.1 Example Template for IALA Standard

Input paper PAP32-4.4.4 and PAP32-4.2.2 (LAP17-23.3) refers.

LAP reviewed and commented the proposed Standard template and a revised text was presented. Only one remark was made on the description of the purpose (chapter 2). Michael Card was asked to add some text in this chapter.

Action item:

Michael Card to extend the text in chapter 2 'Purpose' of the Template for an IALA Standard.

4.2.2 Definitions of Recommendation and Guideline

Input paper PAP32-4.6.1 and PAP32-4.2.3 (LAP17-23.4) refers.

The description of IALA Recommendation and Guideline as described in input PAP32-4.6.1 was reviewed by LAP and input for this meeting. After review by PAP the following definitions were agreed:

IALA Standard (Approved by Council and unchanged)	IALA Standards form a framework, implementation of which by all coastal states will harmonize marine aids to navigation worldwide. IALA standards cover technology and services and are non-mandatory.

IALA Recommendation (New draft)	IALA Recommendations specify what practices shall be carried out in order to comply with a Recommendation, and may be referenced, in full or in part, in an IALA Standard.
IALA Guideline (New draft)	IALA Guidelines describe how to implement practices normally specified in a Recommendation.

4.2.3 Preamble text Recommendations

Input paper PAP32-4.2.1 (LAP17-23.2) refers.

Similar to other international organisations a standardised preamble text for Recommendations was proposed. The text was reviewed and improved by the LAP17 and reviewed by PAP. The proposed text was accepted. It was decided to have also a preamble text for the IALA Standards. Michael Card, Jon Price and Marie Helene Grillet were asked to draft a preamble text for the IALA Standards.

Action item

Michael Card, Jon Price and Marie Helene Grillet are asked to draft a preamble text for the IALA Standards.

4.3 Recommendations to be cited

The table with the overview of all IALA Recommendations was reviewed and amended (see annex E). Remarks were made for a number of documents (in red in the table). For the themes 'auditing and assessing VTS' and 'Competency certification and revalidation' new Recommendations should be drafted. Because they are related to the WWA Omar Frits Eriksson was requested to submit drafts to the Committees.

Action item:

The Dean of the WWA to submit draft Recommendations on auditing and assessing VTS and Competency certification and revalidation to the Committees.

4.4 Format and text

All issues concerning the format of Standards have been discussed under agenda item 4.2

4.5 Draft numbering system

The numbering system as discussed during PAP31 was reviewed and agreed.

Documents may carry numbers having the following number format:

Standard: *IALA10xx,*

Recommendation: *IALA10xx.Rxxxx,*

Guideline: *IALA10xx.Gxxxx,*

Model Course: *IALA10xx.Cxxxx*

4.6 IALA document structure

This was discussed during LAP17 and reported under agenda item 4.2.2.

Mike Hadley is working to convert existing Recommendations and Guidelines to the new IALA branding. 36 Guidelines are reformatted now and some queries are reported in particular on the question of the inclusion of definitions, figures and formulas. Problem is that some recommendations are very technical and to solve the questions the help of the Committees is needed. He asked to use one standardised drawing package for maintenance of figures in the future. Problem is that some pictures are very old and should be redrawn. Some pictures are coming from other sources which make amendments almost impossible.

Guidance to authors has been drafted to find rules for use of colours etc. This guidance will be improved in the future.

He also extracts acronyms and abbreviations from the documents in order to load them to the IALA Dictionary on which a section for this has been created. Three different types of acronyms are mentioned: real acronyms from organisations or terms, etc., abbreviations from units (like cm or kg) and terms used in equations.

After some discussion it was decided that terms used in equations will not go to the Dictionary because they are very specific for that equation.

There is a need for quality control of (new) documents. Stuart Ruttle was doing this for a couple of years. It was now decided that Mike Hadley will do this in the future.

During the meeting it was decided that current definitions in available and Council approved documents will be kept in the document until revision. Taking definitions out will only be for future documents. The Council policy is that the Dictionary is the only source for definitions. This to avoid the danger to have several definitions in different documents. In total integrated document systems automatic links will be made to have the latest definition always available for the reader. Problem can be a lack of connectivity.

In some Committees is opposition for several reasons to take out the definitions. Readability is the major argument. Connectivity is not always available. This issue should be further discussed in the future.

5. COORDINATION ENAV AND VTS

The first meeting of the joint VTS-ENAV Working Group was organised on Friday 5th August 2016 in Kuala Lumpur in conjunction with the VTS Symposium and the 43rd session of the VTS Committee. The intention was to enhance the working relationships between the two Committees.

The meeting was open to Committee members of both Committees and was attended by 57 participants.

The Chair of the ENAV Committee had the feeling that there was a mismatch of expectations by some of the participants. The goal was to facilitate a swift communication between the committees.

Michael Card suggested continuing with telephonic meetings by the WG members (as described in the TOR).

The Chair of the VTS Committee stated that the aim is clear: to enhance communication between the committees. He mentioned the lack of expertise of ENAV Committee issues in the VTS Committee which is important because e-Navigation will influence VTS in the future (e.g. VDES and autonomous vessels).

The Vice Chair of the ENAV Committee proposed the next meeting of the WG in November by GoToMeeting. Because several members will join a seminar in Panama 17 November was proposed as meeting date. Details TBD.

Action item

The Chair of the Joint VTS-ENAV WG to organize a GoToMeeting from Panama on 17 November 2016.

6. COORDINATION REPORTS

6.1 ENAV Committee

ENAV Committee Chair Omar Frits Eriksson reported that ENAV19 was attended by 122 people from 26 countries and 7 sister organisations. The Committee considered 122 input papers and produced 21 output papers and 13 working papers.

He informed of developments in eLoran driven passing of the GNSS Backup Bill by the US. A new Recommendation on DGNSS was developed including the advice not to destroy infrastructure in order to use it in the future for other purposes. An Overview Guideline providing a high level description of the VHF Date Exchange System (VDES) was prepared.

The IHO proposal to activate the IMO / IHO Harmonisation Group on Data Modelling was noted. The Committee identified intellectual property rights issues which will be pursued by the IALA Secretariat in accordance with the draft Guideline on IALA Patent Policy.

6.1.1 Draft Guideline for Unique Identifiers for Maritime Resources

There was nothing to report on this agenda item.

6.1.2 Workshop on Shore Based Maritime Services

The report of this workshop was presented and is input for the Committee for further consideration.

The Chair of the ENAV Committee thanked in particular the Portuguese Navy Lighthouse Directorate and the Norwegian Coastal Administration for hosting and contribution to the workshop.

6.1.3 e-Navigation road map

Input paper PAP32-6.1.3.1 and PAP32-6.1.3.2 refers

ENAV Committee Chair Omar Frits Eriksson explained the input documents and reported that the road map is an internal document for the ENAV Committee to promote e-Navigation. The concept of the road map was supported and can be used in the Technical Direction Statements document. It should not be seen as a strategy document but can be used in the future work programme. It was advised to develop the road map further and to assign detailed tasks of the future work programme.

Thanks were directed to the drafting group in the ENAV Committee.

6.2 VTS Committee

VTS Committee Chair Tuncay Çehreli reported that at the end of its 42nd session the VTS Committee had achieved 8 of its tasks, over 20. 77 Members from 24 countries, 2 sister organizations and 2 observers from North Korea participated. As usual there were 3 working groups on Operations, Technology and Training which handled 52 input documents.

Among the completed tasks was a new Guideline on Marine Casualty Incident Reporting including near-miss situations as it relates to VTS.

Significant progress was made with completion of a paper on the compelling needs for a revision of IMO Resolution A.857(20).

In conjunction with the Directorate General of Sea Transportation in Indonesia a workshop is in preparation on Common Phraseology and Procedures for VTS Communications from 20-24 February 2017. Three working groups will cover Language and phraseology, Communication effectiveness and Human factors and technology.

6.2.1 VTS Symposium Kuala Lumpur

The symposium was attended by 377 delegates from 37 countries of which 120 exhibitors. The exhibition attracted 15 Industrial Members. During the symposium the 6th edition of the VTS Manual was presented. Also presented were the first results of the VTS Questionnaire (see 6.2.2).

During the Symposium 55 presentations were given under 11 headings.

The symposium identified 11 conclusions.

During the Symposium five signing ceremonies were made. Two Members were nominated as best students of the WWA Level 1 AtoN Manager course.

6.2.2 VTS Questionnaire

Input paper PAP32-6.2.2.1 refers

The first results of the VTS Questionnaire were presented with some statistical information and figures.

6.3 ENG Committee

ENG Committee Chair Simon Millyard reported that the Engineering & Sustainability committee is running well with ENG5 set for next week. The last session was attended by 43 participants from 20 countries, of which 29 were National Members, 9 were Industrial Members, 3 were Associate Members, one was an observer. Four members attended for the first time.

The meeting had two WGs: Light & Vision and Knowledge & Sustainability

The seven proposed Standards and their respective areas of work were considered in order to align supporting documentation.

Progress was made on review of IALA documents in order to update and align the documents with the proposed IALA Standards. Main work focus but will need to be continued to ensure a consistent and cohesive suite of documents. Mike Hadley is doing good work on document re-formatting.

WWA level 1 course distance learning being completed at ENG5 by 2 committee members

5 more committee members have started the distance learning Level 1course with interim exams next week.

Re started the dictionary Working Group – to discuss.

6.3.1 Workshop on the Provision of AtoN in Extremely Hot Climates

The report of the workshop was presented and will be input for the Committee for further consideration.

6.4 ARM Committee

ARM Committee Chair Phil Day reported that the 4th session was attended by 42 members from 23 countries and one Sister organisation.

It was for the first time that the Risk Management Toolbox group continued for one day as WG3 of the ARM Committee. Omar Frits Eriksson will support the WG3 for the time being. During ARM5 three day are planned for WG3. IALA can participate in a new EU research project with 125% funding on maritime risk matters. ARM Chair and WG3 Chair are asked to make sure that if the project has been accepted, it will be integrated in the future work programme of the ARM Committee.

A lot of work was done on the update of the NAVGUIDE with several liaisons to other Committees and the Secretariat. The NAVGUIDE will be a print on demand publication in the future. ARM will review the procedure for updating.

ARM supported the discussion on the portrayal of sector lights and will liaise and cooperate with the IHO on this matter.

The next ARM Committee meeting will be in the Republic of Korea just after the workshop on AIS AtoN developments. The purpose of the workshop is to collate information from participants to existing IALA guidance on this issue or to propose a new AIS related guideline.

IALA-net is now available on the new IALA web as a tool.

Action items:

The ARM Committee to review the update procedure for the NAVGUIDE.

ARM Chair and ARM WG3 Chair to include the new EU project on risk matters in the committees work programme after acceptance.

6.5 World-Wide Maritime Academy

The new Dean of the Academy Omar Frits Eriksson reported on the period before he became Dean of the WWA. The WWA is the second strategic goal of IALA. He gave an overview of VTS and AtoN related courses. So far the WWA organise 20 awareness seminars on AtoN and VTS with over 100 participating countries of which 16 need assessment missions. There were 7 high-level visits.

At this moment there are 21 VTS ATO's and 9 AtoN ATO's (Accredited Training Organisations).

There was a discussion about the legal status of the WWA itself but it was concluded that the WWA is facilitating.

6.6 Industrial Members' Committee

The IMC representative Lars Mansner informed that the mid-term general assembly of Industrial members was held at Kuala Lumpur in conjunction with the VTS Symposium. There was a presentation of the preparations on the IALA Conference 2018 exhibition.

He reported a growing number of Industrial members.

6.7 Legal Advisory Panel (LAP)

LAP had its 17th meeting in Helsinki with 20 participants.

LAP discussed the following:

- Change of Status project
- IALA Standards including pre-amble, example template and definitions of Recommendations and Guidelines
- Strategic Vision
- Patent policy

6.8 PAP Dictionary Working Group

Some principal decisions are needed for the work of the DWG. It needs a back to back meeting to reconsider the task of the DWG. This is not further discussed during PAP32.

It was requested to add the Dean of the WWA (Omar Frits Eriksson) and a representative of LAP (Christina Schneider) to the membership of the DWG which was approved by PAP.

7. EFFICIENSEA2

Input paper PAP32-INF7.1 refers.

Three consultants are contracted to create documents for the project. The goal is to update the website and develop VDES. An overview of prototypes will be given.

Thanks were directed to Nick Ward to coordinate this project for IALA.

8. REPORT OF COUNCIL 62

Input paper PAP32-INF8.1 refers.

Secretary-General Francis Zachariae reported that the 62nd Council meeting was held in Lisbon, Portugal 21-24 June.

Main topics he highlighted were;

- Approval of the Basic Documents
- Approval of the revised VTS Strategy
- The consequence of the One China Policy in the draft General Assembly Rwesolution
- Briefing of the WWA Dean
- Conferences and Symposia: 2018 Korea; 2020 Rotterdam; 2022 Brazil or Portugal

9. IALA BASIC DOCUMENTS

9.1 Update

Secretary-General Francis Zachariae reported that the IALA Basic Documents is now available on the new IALA website. IMC had concerns about their By-law but SG explained that the Constitution and By-laws of the Industrial Members Committee are not changed but only incorporated in the IALA Basic Documents.

10. IALA CHANGE OF STATUS PROJECT

10.1 Progress report

Secretary-General Francis Zachariae reported that the text of the General Regulations will be available in English, Spanish and French. IGO information is now published on the new IALA website.

The Diplomatic actions will be continued. The French Ministry is engaged and willing to assist. The financial aspects are accepted and send to Council.

A Diplomatic meeting will be organised in Korea with a pre-diplomatic meeting early 2017.

The Convention text from LAP will go to the Council Advisory Group.

11. STRATEGIC VISION TWO-YEARS REVIEW

11.1 Formulate advice to Council

Input paper PAP32-11.1 and PAP32-11.1.1 refers.

A number of changes to the Strategic Vision (PAP32-11.1) were proposed as given in PAP-11.1.1. The changes were reviewed and some new were proposed.

The following remarks were made during the discussion.

Jon Price requested to consider adding climate change. He also remarked to use consequent marine aids to navigation.

Non - SOLAS vessels should be taken into account.

Seamus Doyle proposed to amend G2S4 into Implement and promote Standards …

Simon Millyard asked to add the following:

“Promote the design, operation and maintenance of AtoN and AtoN systems to minimize the impact on the natural environment.”

Omar Frits Eriksson proposed to extend P12 with: accredited training organisations.

Tuncay Cehreli feels a lack of priority progress.

Lars Mansner wants to include measuring methods of the environment.

12. IALA TECHNICAL DIRECTION STATEMENTS

Input paper PAP32-12.1 refers.

The document was reformatted and updated following the structure of the Standards.

New additions can be mailed to Michael Card to improve the document. Omar Frits Eriksson suggested to add topics that need to be addressed.

Tuncay Cehreli asked why the title includes ‘Technical’. A new title can be suggested (by the end of November. *Best title wins a bottle of champagne*).

13. IALA-IHO ARCTIC SEMINAR

In 2010 the first seminar was organised. IHO is in a change of status phase and the proposed second seminar for 2017 cannot be supported by IHO at this moment. The intention was to organise the symposium at the IALA HQ. Now there are contacts with the IHO Arctic Hydrographic Committee. Canada offered to organise the symposium in Canada. Because there is no progress it was decided to defer the symposium.

14. IALA COMMUNICATION MEANS

14.1 Websites

14.1.1 IALA Website

Secretary-General Francis Zachariae informed that the new IALA Website is operational now. Remark from Tuncay Cehreli was that it takes long before you are on the requested page. Feedback on the website can be send to Audrey Guinault

14.1.2 File sharing systems

The file sharing facility is now integrated with the new IALA website.

14.2 IALA Bulletin

Secretary-General Francis Zachariae reported that there will be two printed version of the IALA Bulletin in 2017. Additional an electronic newsletter will be published for all Members (automatic subscription).

15. ANY OTHER BUSINESS

15.1 Input papers to IMO NCSR4

Michael Card informed that he and Mahdi Al Mosawi will represent IALA at NCSR4.

Hideki Noguchi informed that the update of IMO information papers can be done by normal input to IMO.

He intent to submit the VDES Guideline after approval by Council to IMO as information.

He informed that NCSR has a standing item for the next ITU Radio Conference.

There was a request from the USCG, received via Peggy Browning, to sponsor one or two US submissions. After some discussion it was concluded that it was too late via the standard procedure Committee and Council to support and co-sponsor the submissions. IALA can make a verbal intervention during the meeting to support.

There was a proposal to activate the IMO-IHO Harmonzation Group on Data Modelling.

15.2 IALA representation on IMO MSC98

IALA cannot be represented by SG, DSG or Mahdi Al Mosawi because of other appointments. IALA Members were requested to represent IALA. Trinity House will try to have a representative for IALA. Also NLB and DMA will attend the meeting and can contribute to the report.

15.3 Intellectual Property Right

Omar Frits Eriksson informed on the IPR of AIS and the expected problems with the R-mode of VDES in the future.

15.4 Nautical Institute

Input paper PAP32-INF15.1 refers.

A Memorandum of Understanding was signed between IALA and the Nautical Institute.

Omar Frits Eriksson informed the importance in the field of Audit schemes on training and Dynamic positioning systems.

It was decided to invite a representative of the Nautical Institute for PAP33.

Action item:

Secretariat to invite Nautical Institute for PAP33.

15.5 ENAV Underway

The following events are scheduled for ENAV Underway:

International: February 2017, Denmark

North America: October 2016, Texas, USA - focus brown water

North America: 2017, St Johns NF, Canada – focus arctic

Asia – Pacific: June 2017, Korea after C64 – focus non-SOLAS vessels

15.6 GMDSS modernization

It should be investigated to define the position of IALA in the DGMDSS modernization programme.

15.7 IALA documents

Jan Hendrik Oltmann requested to allow copies of IALA documents in the German library to fill the gap in documentation for research of Aids to Navigation projects.

This was accepted by PAP and Omar Frits Eriksson will inform him.

Action item:

Omar Frits Eriksson to inform Jan Hendrik Oltmann for copying IALA documents for library purposes.

15.8 IALA membership

Lorraine Mbong presented an overview of the IALA membership. She reported that since January 2016 24 new members were welcomed including 4 new National Members. Graphs were shown representing the participation in each Committee.

16. DATE AND VENUE OF THE NEXT MEETING

The next PAP meeting (PAP33) is scheduled at IALA Headquarters on 5-7 April 2017.

17. REPORT OF PAP32

The report of the meeting will be agreed by correspondence.

18. CLOSING OF MEETING

The Secretary-General thanked all participants for their hard work during the meeting.

The Chairman closed the 32nd meeting of the Policy Advisory Panel at 13h00 on 7th October by thanking all participants.

19. LIST OF ANNEXES TO THE REPORT

1 Agenda

A copy of the agenda is at ANNEX A.

2 Participants

A list of participants is at ANNEX B.

3 Input Papers

A list of input papers is at ANNEX C.

4 Output and Working Papers

A list of output and working papers is at ANNEX D.

5 Normative and Informative list of Recommendations

A list of Recommendations is at ANNEX DE.

6 Revised Standards diagram

The diagram of Standards is at ANNEX F.

7 Action items

A list of action items is at ANNEX G.

ANNEX A **AGENDA**

32st meeting of the Policy Advisory Panel

Dates and Purpose

The 32nd meeting of PAP will be held on 5, 6, and 7 October, 2016, at IALA Headquarters, St Germain en Laye, France. The objectives are to:

- Formulate advice for the IALA Council and Secretariat
- Coordinate the work of the IALA Committees to achieve the goals of the Strategic Vision

Wednesday	2016-10-05	1300-1700	Agenda items marked in turquoise
Thursday	2016-10-06	0900-1700	At 0900 Lorraine will brief on membership developments
Friday	2016-10-07	0900-1500	

Draft Agenda

			Speaker [1]	Action requested
1	Opening of Meeting			
	1.1	Approval of Agenda		
	1.2	Address by Deputy Secretary-General		
	1.3	Introductions and Apologies		
2	Review of input and information papers [2]		WvdH	Note
3	Update on action items from PAP31		WvdH	Note
4	Draft IALA Standards			
	4.1	Latest progress	MDC	Note
	4.2	Advice from LAP *(to be taken on day 2)*	JP	Decide
	4.3	Recommendations to be cited	MDC	Decide
	4.4	Format and text	MDC	Decide
	4.5	Draft numbering system	MHG	Decide
	4.6	IALA document structure	MDC	Decide
5	Coordination ENAV and VTS		TC and OFE	Decide
6	Coordination reports *(5-8 minutes each)*			
	6.1	ENAV	OFE	Note
		6.1.1 Draft Guideline for Unique	OFE	Advise

1 Speakers: FZ = Francis Zachariae; JP = Jon Price; LM = Lars Mansner; MDC = Michael Card ; MHG = Marie-Hélène Grillet; OFE = Omar Frits Eriksson; PD = Phil Day; SM = Simon Millyard; TC = Tuncay Cehreli ; WvdH = Wim van der Heijden

2 Information papers, if any, are not intended for discussion

		Identifiers for Maritime Resources		
	6.1.2	Workshop on Shore Based Maritime Services – From Theory	OFE	Note
	6.1.3	Road map for e-Navigation	OFE	Discuss
6.2	VTS		TC	Note
	6.2.1	VTS Symposium Kuala Lumpur	TC	Note
	6.2.2	VTS questionnaire	TC	Note
6.3	ENG		SM	Note
	6.3.1	Workshop on the Provision of AtoN in Extremely Hot Climates	SM	Note
6.4	ARM including Risk Toolbox		PD	Note
6.5	WWA		OFE	Note
6.6	IMC		LM	Note
6.7	LAP *(To be taken on day 2 or 3)*		JP	Note
6.8	PAP Dictionary Working Group *(Day 2 or 3)*		MHG	Note
7	EfficienSea2		OFE	Note
8	Report of Council 62		FZ	Note
9	IALA Basic Documents			
9.1	Update		FZ	Note
10	IALA Change of Status project			
10.1	Progress report		FZ	Note
11	Strategic Vision two-year review			
11.1	Formulate advice to Council		MDC	Decide
12	IALA Technical Direction Statements		MDC	Note
13	IALA-IHO Arctic Seminar		MDC	Note
14	IALA Communication means			
14.1	Website(s)			
	14.1.1.	IALA Website	FZ	Note
	14.1.2.	File sharing system	FZ	Note
14.2	Bulletin		FZ	Note
15	Any Other Business			
1.1.	Input papers to IMO NCSR4 (IMO-IHO harmonisation working group, VDES Guideline, USCG draft papers)			
1.2.	Other			
16	Date and Venue of next meeting			Decide
17	Report of PAP32			Approve
18	Closing of Meeting			

ANNEX B LIST OF PARTICIPANTS

Secretary-General		Francis Zachariae francis.zacharie@iala-aism.org
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ENG Committee	**Chair**	Simon Millyard simon.millyard@thls.org
	Vice Chair	David Jeffkins david.jeffkins@amsa.gov.au
VTS Committee	**Chair**	Tuncay Cehreli tcehreli@kegm.gov.tr Monica Sundklev Monica.Sundklev@transportstyrelsen.se
Legal Advisory Panel	**Chair**	Jon Price jon.price@thls.org
IMC		Lars Mansner lars.mansner@sabik.com

ANNEX C LIST OF INPUT PAPERS

Meeting	Agenda Item	Title / Author (if required)	Source	Presented by
PAP32	1.1	Draft Agenda	Secretariat	Michael Card
PAP32	2	Document list	Website	Wim van der Heijden
PAP32	3.1	Update on action items from PAP31	Secretariat	Wim van der Heijden
PAP32	4.1.2	Development of IALA Standards	Secretariat	Michael Card
PAP32	4.2.1	(LAP17-23.2) Preamble text for Recommendations	LAP	Jon Price
PAP32	4.2.2	(LAP17-23.3) Example template	LAP	Jon Price
PAP32	4.2.3	(LAP17-23.4) Definitions of Recommendation and Guideline	LAP	Jon Price
PAP32	4.3.1	Normative and informative Recommendations	Secretariat	Michael Card
PAP32	4.4.1	Draft IALA Standard - example introduction	Secretariat	Michael Card
PAP32	4.4.2	Draft IALA Standard - example text	Secretariat	Michael Card
PAP32	4.6.1	Definitions of Recommendations and Guidelines	Secretariat	Michael Card
PAP32	4.6.2	Preamble text for Recommendations	Secretariat	Michael Card
PAP32	4.6.3	Reformatting IALA documents	Secretariat	Michael Card
PAP32	6.1.3.1	Note on road map for e-Navigation	ENAV Committee	Omar Frits Eriksson
PAP32	6.1.3.2	Road map for e-Navigation	ENAV Committee	Omar Frits Eriksson
PAP32	~~6.2~~ 6.6	IMC Mid-Term Meeting Minutes	IMC	Omar Frits Eriksson
PAP32	6.2.2.1	VTS questionnaire	VTS Committee	Tuncay Cehreli
PAP32	~~6.4.1~~ 6.8.1	Membership of the Dictionary Working Group	Secretariat	Marie-Hélène Grillet
PAP32	~~6.4.2~~ 6.8.2	Comments from VTS Committee on IALA Dictionary	VTS Committee	Tuncay Cehreli
PAP32	11.1	IALA Strategic Vision 2012-2026	Secretariat	Michael Card
PAP32	11.1.1	Proposed amendments to Strategic Vision	Secretariat	Michael Card
PAP32	12.1	Draft Technical Direction Statements	Secretariat	Michael Card
PAP32	13.1	IALA-IHO Arctic Seminar draft programme	Secretariat	Michael Card
PAP32	INF3.1	Portrayal of lights	ENAV Committee	Omar Frits Eriksson
PAP32	INF6.1	S-200 status report	Nick Ward	Omar Frits Eriksson
PAP32	INF7.1	IALA work in EfficienSea2	Nick Ward	Omar Frits Eriksson
PAP32	INF8.1	Report of Council 62	Secretariat	Francis Zachariae
PAP32	INF15.1	Cooperation with Nautical Institute	Secretariat	Francis Zachariae

ANNEX D LIST OF OUTPUT PAPERS

Meeting	Agenda Item	OUTPUT PAPERS	Action
PAP32	17.1	Draft report of PAP32	To approve by correspondence

ANNEX E NORMATIVE AND INFORMATIVE LIST OF RECOMMENDATIONS

PAP32 Agenda item: 4.3
Normative and informative Recommendations - Result of survey within PAP32

Standard	General topic area	Recommendation			Remarks
		No.	Normative Informative	Name	
AtoN Planning and Service Requirements	**Maritime Buoyage System**				
	Obligations, International & national criteria	E-105	**Normative**	The Need to Follow National and International Standards	
	Levels of service objectives, Availability and Categories	O-130	**Normative**	Categorisation and Availability Objectives for Short Range Aids to Navigation	
	Risk Management Toolbox	O-134	**Informative**	The IALA Risk Management Tool for Ports and Restricted Waterways	use of risk toolbox should be informative but need a normative recommendation on risk management
		O-138	**Informative**	The Use of GIS and Simulation by Aids to Navigation Authorities	informative content should normative recommendation
	Quality management, Record keeping	O-132	**Normative**	Quality Management for Aids to Navigation Authorities	
		P-137	**Informative**	Quality Management for Competent Pilotage Authorities and Pilotage Service Providers	deleted. Should be withdrawn after approval C63
		O-118	**Normative**	The Recording of Aids to Navigation Positions	

	Offshore signals, Bridge signals, Traffic signals	E-111	**Normative**	Port Traffic Signals	
		O-113	**Normative**	The Marking of Fixed Bridges and Other Structures over Navigable Waters	
		O-139	**Normative**	The Marking of Man-Made Offshore Structures	
	AIS, AIS AtoN, Virtual AtoN	O-143	**Normative**	Provision of Virtual Aids to Navigation	
AtoN Design and Delivery	**Visual AtoN**	E-106	**Informative**	The Use of Retroreflecting Material On Aids To Navigation Marks Within The IALA Maritime Buoyage System	
		E-108	**Normative**	The Surface Colours used as Visual Signal on Aids to Navigation	
		E-110	**Normative**	The Rhythmic Characters of Lights on Aids to Navigation	
		E-112	**Normative**	Leading Lights (*including Leading Line Design Program ver 2.02)	
		E-200-1	**Normative**	Marine Signal Lights Part 1 - Colours	should be guideline
		O-104	**Normative**	Off Station Signals for Major Floating Aids	
	Range and Performance	E-200-0	**Informative**	Marine Signal Lights Part 0 - Overview	change to normative as master for E-200-xx series to become guidelines
		E-200-2	**Normative**	Marine Signal Lights Part 2 - Calculation, Definition and Notation of Luminous Range	should be guideline
		E-200-3	**Informative**	Marine Signal Lights Part 3 - Measurement	should be guideline
		E-200-4	**Informative**	Marine Signal Lights Part 4 - Determination and Calculation of Effective Intensity	should be guideline
		E-200-5	**Informative**	Marine Signal Lights Part 5 - Estimation of the Performance of Optical Apparatus	should be guideline
	Design, Implementation & Maintenance	A-126	**Informative**	Use of the AIS in Marine Aids to Navigation Service	added, consider to split in Recommendation and guideline

	Power systems				
	Floating AtoN	E-107	**Informative**	Moorings for Floating Aids to Navigation	
	Environment, Sustainability & Legacy				
	Additional AtoN systems, including Sound signal	E-109	**Informative**	The Calculation Of The Rnage Of A Sound Signal	
Radionavigation Services	**Satellite positioning and timing**				
	Terrestrial positioning and timing				
	RACON & Radar positioning	e-NAV-146	**Informative**	Strategy for Maintaining Racon Service Capability	change from normative to informative, revision needed
		R-101	**Normative**	Marine Radar Beacons (racons)	
	Terrestrial augmentation services (DGNSS)	R-115	**Normative**	The Provision Of Maritime Radionavigation Services In The Frequency Band 283.5-315 kHz In Region 1 and 285-325 kHz In Region 2 And 3	
		R-121	**Normative**	The Performance and Monitoring of DGNSS Services in the Frequency Band 283.5 - 325 kHz	
		R-129	**Informative**	GNSS Vulnerability and Mitigation Measures	should be guideline, do not list in standard
		R-135	**Informative**	The Future of DGNSS	should be guideline, do not list in standard
Vessel Traffic Services	**VTS implementation**	V-102	**Informative**	The application of the 'User Pays' principle to Vessel Traffic Services	
		V-119	**Normative**	The Implementation of Vessel Traffic Services	
		V-120	**Informative**	Vessel Traffic Services in Inland Waters	

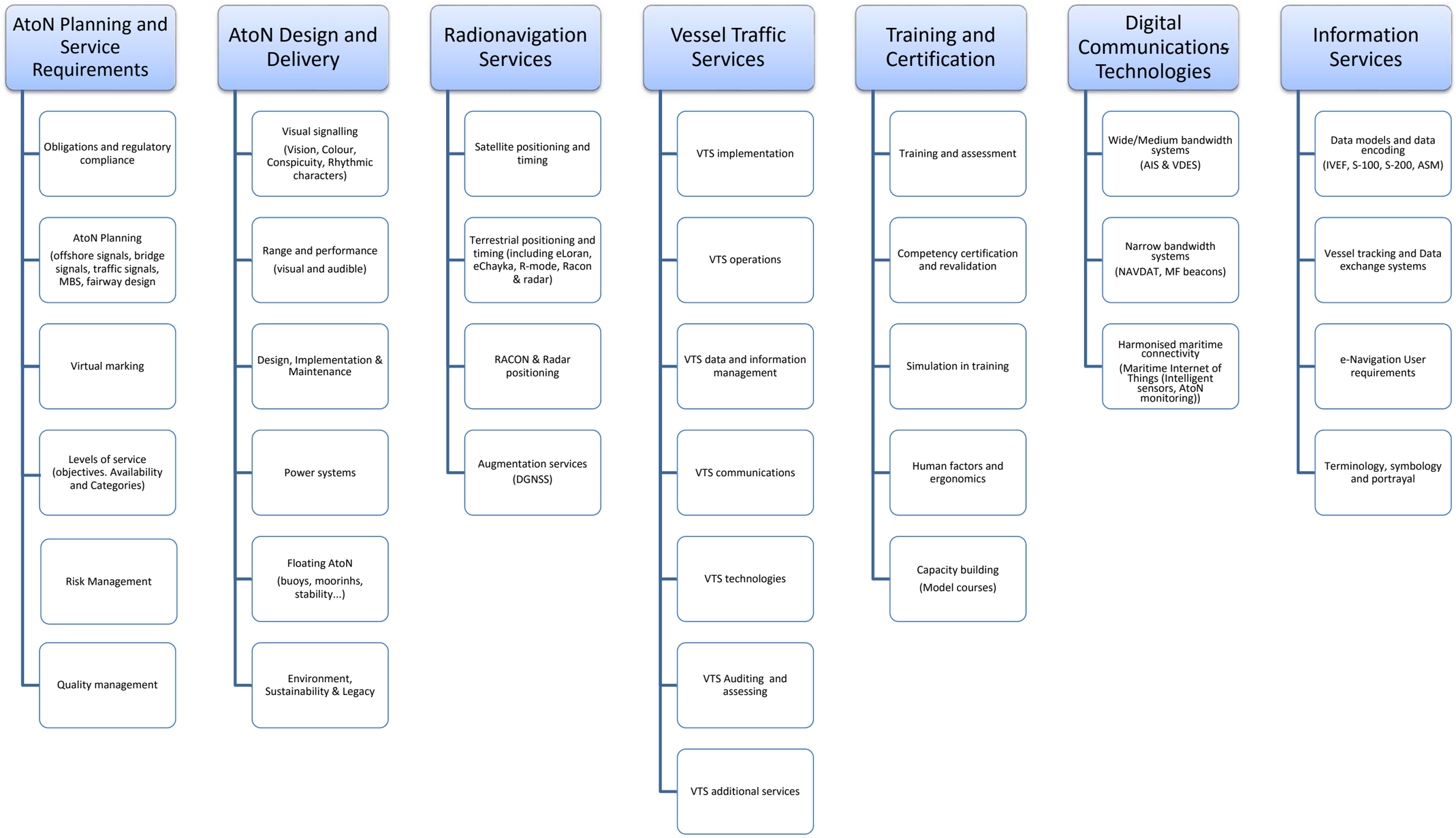
	VTS operations	V-127	**Normative**	Operational Procedures for Vessel Traffic Services	
			Normative		
	VTS data and information management	V-125	**Normative**	The use and presentation of symbology at a VTS Centre	
	VTS communications		**Normative**		
	VTS technologies	V-128	**Normative**	Operational and Technical Performance of VTS Systems	
	Auditing and assessing of VTS	XXXXXX	**Normative**		requires new recommendation
Training and Certification	**Training and assessment**	E-141	**Normative**	Standards for Traning and Certification of AtoN Personnel	
		V-103	**Normative**	Standards for Traning and Certification of VTS Personnel	keep related Model Courses as is
	Competency certification and revalidation	XXXXXX	**Normative**		requires new recommendation
			Normative		
	Simulation in training		**Normative**		
	Human factors and ergonomics				
Digital Communication Technologies	**Wide/Medium bandwidth systems (AIS & VDES)**	A-123	**Normative**	The Provision of Shore Based Automatic Identification System (AIS)	

		A-124	**Informative**	The AIS Service	consider to draft one normative recommendation. Rest to guideline(s)
		A-124 APPENDIX 0	**Informative**	References, Glossary of terms and Abbreviations	
		A-124 APPENDIX 1	**Informative**	Basic AIS Services, AIS Data Model and AIS Service specific MDEF sentences	
		A-124 APPENDIX 3	**Informative**	Distribution model	
		A-124 APPENDIX 4	**Informative**	Interaction and Data Flow Model of the AIS service	
		A-124 APPENDIX 5	**Informative**	Interfacing model of the AIS Service	
		A-124 APPENDICES 9/10/11	**Informative**	Functional Description of the AIS Service components (AIS-PCU, AIS-LSS & AIS-SM)	
		A-124 APPENDIX 12	**Informative**	Co-location issues at AIS Physical Shore Stations (AIS-PSS) and on-site infrastructure considerations	
		A-124 APPENDIX 14	**Informative**	FATDMA Planning and Operation of an AIS Service	
		A-124 APPENDIX 16	**Informative**	DGNSS Broadcasts from an AIS Service	
		A-124 APPENDIX 17	**Informative**	Channel Management by an AIS Service	
		A-124 APPENDIX 18	**Informative**	VDL Load Management	
		A-124 APPENDIX 19	**Informative**	Satellite AIS Considerations	
	Narrow bandwidth systems (NAVDAT, MF beacons)				

	Maritime Internet of Things (Intelligent sensors, AtoN monitoring)				
Information Services	**Harmonised maritime connectivity framework (CMDS)**	e-NAV-140	**Normative**	The Architecture for Shore-based Infrastructure 'fit for e-Navigation'	
		e-NAV-148	**Normative**	The need to implement regional e-Navigation solutions based on international standards	
	Data models and data encoding (IVEF, S-100, S-200, ASM)	e-NAV-144	**Normative**	Harmonized implementation of Application Specific Message (ASM)	
		e-NAV-147	**Normative**	Product Specification Development and Management	
		V-145	**Normative**	The Inter-VTS Exchange Format (IVEF) Service	split in Recommendation and guideline
	Data exchange systems (Traffic Information)	E-142	**Informative**	Maritime Data Sharing 'IALA-NET'	keep
	User requirements				
	Terminology and symbology (IALA Dictionary)				

ANNEX F **STANDARDS AND THE PROPOSED SCOPE OF THEIR SUBSIDIARY RECOMMENDATIONS AND GUIDELINES**

Prepared by the Policy Advisory Panel at its 31st session, April 2016. Noted by Council at its 62nd session June 2016. Change of order of "Virtual marking" by LAP and PAP October 2016
Blue boxes are the seven Standards and white boxes are topic areas for Recommendations, Guidelines, Manuals, and Model Courses. White boxes are not document names but are content area descriptions.



ANNEX G ACTION ITEMS

1 Seamus Doyle to include update of IMO circulars in the guidance to amend IMO documents.

2 Michael Card to extend the text in chapter 2 'Purpose' of the Template for an IALA Standard.

3 Michael Card, Jon Price and Marie Helene Grillet are asked to draft a preamble text for the IALA Standards.

4 The Dean of the WWA to submit draft Recommendations on auditing and assessing VTS and Competency certification and revalidation to the Committees.

5 The Chair of the Joint VTS-ENAV WG to organize a GoToMeeting from Panama on 17 November 2016.

6 The ARM Committee to review the update procedure for the NAVGUIDE.

7 ARM Chair and ARM WG3 Chair to include the new EU project on risk matters in the committees work programme after acceptance.

8 Secretariat to invite Nautical Institute for PAP33.

9 Omar Frits Eriksson to inform Jan Hendrik Oltmann for copying IALA documents for library purposes.

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Association Internationale de Signalisation Maritime